



Scarborough College

FOOD SAFETY POLICY

This Policy is for Scarborough College Prep School and EYFS.

Introduction

This document outlines the nature and operational management of food safety in Scarborough College Prep School.

Aims

The Food Safety Policy is designed to:

- Ensure that no pupils or staff at the Prep School are harmed through food poisoning, due to school food preparation.
- Protect all uses of the Prep School's facilities from possible legal action in relation to food safety.
- State the minimum requirements for food safety to allow the school to operate under the law.

Legal Framework

The Food Safety Act 1990
Food Safety (General Food Hygiene) Regulations 1995
Food Law Code of Practice April 2012

Food safety law applies to all food brought onto Scarborough College Prep School premises whether carried out for profit or not. This includes food being served at FOSC events or given to pupils as prizes.

Guidelines

We believe the promotion of food safety should be part of our curriculum where appropriate. This is not an onerous task; the following simple guidelines can be reinforced at any time:

- Wash hands before break and lunchtimes. We should all be encouraging pupils to wash their hands or use the instant soap dispensers at the entrance to the dining room.
- Ensure chilled food is kept as cool as practical, e.g. don't put lunchboxes/snacks by heaters.
- Break time snacks brought in for break or lunch should be for the sole consumption of the pupil. Please remember, the Prep School is a 'nut free' school.
- Any food brought into school by staff for their own consumption is not the responsibility of the school. The equipment provided, i.e. fridge, cooker, are used at their own risk. However, compliance to Health and Safety regulations will be adhered to by the school.

Food Safety During Curriculum Activities

- All staff involved in cooking with children/preparing snacks/food tasting lessons must have a Level 2 Food Hygiene Certificate.
- The checklist attached as Appendix 1 must be followed to ensure health and safety guidelines are met.

Policy Prepared by:

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Head of Scarborough College Prep School

| Person Responsible for Updates | Date Last Reviewed | Next Review Due |
|---------------------------------------|---------------------------|------------------------|
| Chris Barker | April 2026 | April 2027 |

SAFETY CHECKLIST FOR FOOD PREPARATION AREAS

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| <p>FOOD SAFETY</p> | <ul style="list-style-type: none"> ■ Any stored food should be kept within 'best before' and certainly within 'use by' dates. | <ul style="list-style-type: none"> ■ Frozen food should not be refrozen after thawing and should be used as soon as possible after removal from the freezer. | <ul style="list-style-type: none"> ■ Frozen food should be thawed in a refrigerator wherever possible. | <ul style="list-style-type: none"> ■ Cross-contamination between raw and ready-to-eat foods during preparation should be prevented; for example, by using an antibacterial food grade disinfectant and separate areas/equipment for raw/prepared foods. | <ul style="list-style-type: none"> ■ Visual checks or ideally a probe thermometer used to ensure that foods are thoroughly cooked (centre temperature to be 75 degrees Celsius or above). |
| <p>EQUIPMENT SAFETY <i>NB the legal maximum temperature for fridges is 8 degrees Celsius. A probe thermometer or a fridge thermometer should be used to carry out checks</i></p> | <ul style="list-style-type: none"> ■ Fridges should be well maintained, clean and regularly checked to ensure they remain below 5 degrees Celsius. | <ul style="list-style-type: none"> ■ Freezers should be properly maintained in accordance with manufacturer's instructions, correctly packed, and kept at minus 18 degrees Celsius or below. | <ul style="list-style-type: none"> ■ All electrical and gas appliances, including cables, plugs and sockets should be well-maintained and in safe condition. ■ Operating instructions for appliances should be displayed and understood. | <ul style="list-style-type: none"> ■ Gas appliances should be well maintained by qualified personnel, and staff should be aware of the location of the gas shut off valve or gas main valve so it can be turned off in the event of an emergency, and only be turned back on by a trained member of staff. Appliance gas control taps should be turned off when not in use. | <ul style="list-style-type: none"> ■ Portable appliances should be packed away and stored when not in use. ■ All equipment should conform to the appropriate standard. |

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| <p>HYGIENE RULES</p> | <ul style="list-style-type: none"> ■ Hands should be thoroughly washed using warm running water and a liquid, antibacterial soap. ■ Clean protective clothing should be worn, jewellery and watches removed and long hair tied back. | <ul style="list-style-type: none"> ■ Hand washing facilities and disposable or cabinet-type towels should be provided in food prep areas. | <ul style="list-style-type: none"> ■ Sinks for food preparation should be separate from those for hand-washing and washing up areas. ■ Keep the lid on the dustbin and wash hands after putting waste food into it. | <ul style="list-style-type: none"> ■ No-one should handle food and drink if they are suffering from infectious skin lesions, diarrhoea, vomiting, coughs or sneezes. | <ul style="list-style-type: none"> ■ Broken skin should be covered with waterproof dressings and plastic gloves worn if appropriate. |
| <p>FLOORS, SURFACES, WINDOWS, ETC.</p> | <ul style="list-style-type: none"> ■ The working area should be uncluttered and free from obstacles to safe movement, e.g. handles on pans should be turned inwards. | <ul style="list-style-type: none"> ■ Hobs, etc., should not be positioned near windows in case of accidents when attempting to open or close them. | <ul style="list-style-type: none"> ■ Working surfaces should be impermeable, in good condition and clean. | <ul style="list-style-type: none"> ■ Ventilation should be adequate. ■ Furniture should be of suitable height and design for safe use. | <ul style="list-style-type: none"> ■ Floors should be non-slip and in good condition – all spills immediately cleaned up. |
| <p>OTHER SAFETY RULES</p> | <ul style="list-style-type: none"> ■ Children should be assessed as competent before using any potentially hazardous equipment or appliances, including knives or other sharp items, and supervised at all times by a trained, competent person. | <ul style="list-style-type: none"> ■ Only one person at a time should use any powered equipment, e.g. cookers, mixers, kettles, etc. | <ul style="list-style-type: none"> ■ Noise levels should be monitored and controlled so that the teacher or supervisor can intervene/stop activities at any time necessary. | <ul style="list-style-type: none"> ■ Fire appliances should be maintained/ regularly checked, fire procedures should be well understood, including safe evacuation procedures. ■ Doors and fire exits should be unobstructed and the fire alarm should be clearly audible above any classroom noise or noise from equipment. | <ul style="list-style-type: none"> ■ Emergency procedures should be clearly set down and followed. |